

## 2.8 USER-DEFINED LINE

### Introduction

The interactive Review and Correction screens contain a header which displays certain information from the Master and Stat Period Control files. This header consists of 4 lines of information. The first 3 lines of the header are standard across all surveys, and include survey name, stat period, name of the respondent, SIC, weight, and check-in date. Variables contained in the 4<sup>th</sup> line can be specified by users at the user- or survey-level.

If a line is defined at the user-level, it will only be displayed for the user that created it. If a line is defined at the survey-level, it will be displayed for all users processing that particular survey. If both a user-level and a survey-level line have been defined, the user-defined line will override the survey-defined line.

User-defined lines are stored as an ASCII file with the name “survspec.dat”. A separate file is created for user-level and survey-level specifications. User-level specifications are stored in the USERLIB library. Survey-level specifications are stored in the PARMLIB library.

**NOTE:** You must have PARMPRIV = ‘P’ in order to create or edit a “survey-level” line.

If you have defined a user-level line for the first time and no survey-level line exists, the user-level line will also be stored at the survey-level. Once created, a survey-level line can only be changed by a user with PARMPRIV = ‘P’.

### Accessing the Screen(s)

- ! Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu.
- ! Click on the DATA REVIEW SPECIFICATIONS button from the Survey Specifications Menu to display the following:

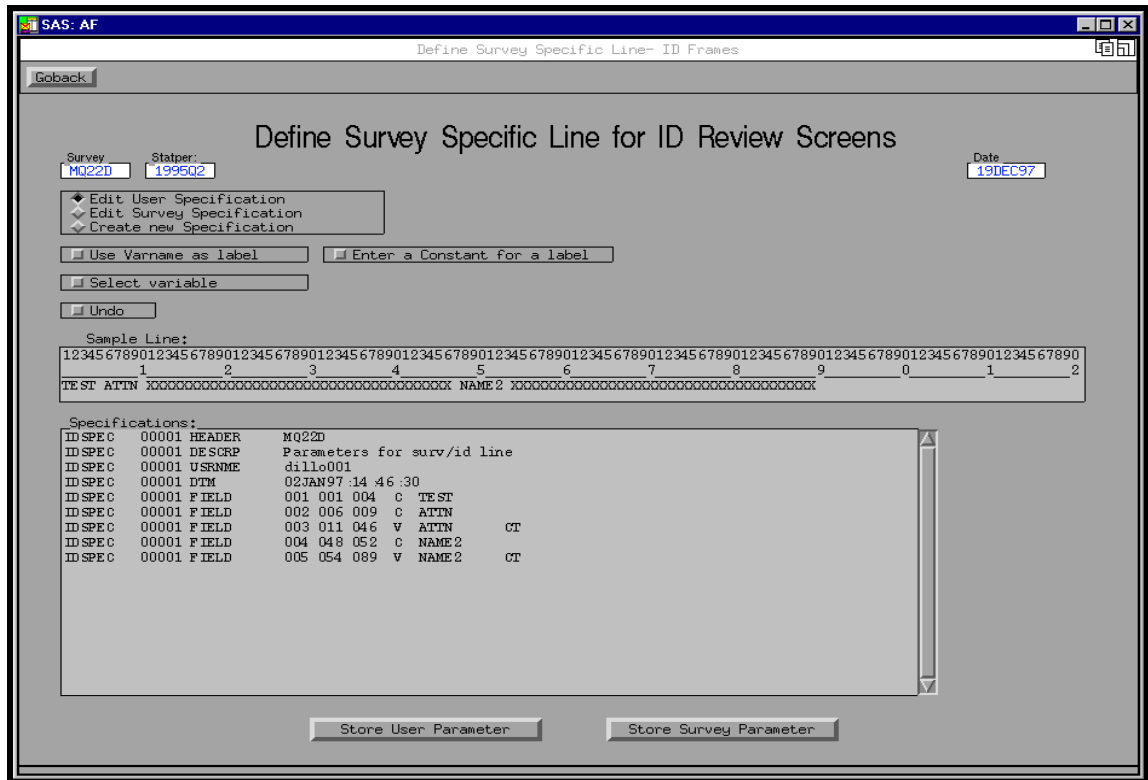


Figure 2.8.1 Define Survey-specific Line Screen

## Screen Features

- ! The Survey, Stat period and date are displayed at the top of the screen. These fields are not correctable.
- ! Indicate whether you want to create a new line specification or edit an existing line specification by clicking on the appropriate button:

- |                               |   |
|-------------------------------|---|
| 1. Edit User Specification    | Edit an existing <u>user-level</u> specification.   |
| 2. Edit Survey Specification  | Edit an existing <u>survey-level</u> specification.   |
| 3. Create a New Specification | Create a new specification, which can be saved at the user-level or (with the proper privileges) at the survey-level. |

## CHOOSING A LABEL

You must specify a label for the variable you want displayed on the screen. You may use the variable name as the label or make up your own label. Whatever label you choose to use will be displayed in the user-defined line.

1. To use the variable name from the control file as the label, click on “Use varnme as label”.
2. If you wish to make up your own label, click on “Enter a constant for a label”. If you choose this option, you will be prompted to enter a label. It can be a maximum of 15 characters.

**NOTE:** Use the mouse to turn your selections on and off. If you click on the “Use varnme as label” option, the radio button will appear black and the entire “Enter constant as label” field will be greyed out. If you change your mind and decide to use a constant as a label, you must first click on the “Use varnme as label” a second time to turn that selection off.

Each time you specify a label, it will be displayed in the “Specifications” box at the bottom of the screen.

---

## CHOOSING A VARIABLE

After entering a label, you must choose the variable from the Master or Stat Period control file that will be associated with the label specified. The current value of the variable (as it exists in the control file) will be displayed in the user-defined line.

Example: You have chosen to use the label “Coverage code”. You must now select the variable COVCDE as the variable associated with this label. When you go to the Review and Correction screens, the value for the variable “COVCDE” will be displayed.

Click “Select variable” to bring up a pick list of valid control variables. Click on the variable you want displayed in the header. Each time you select a variable, it will be displayed in the “Specifications” box at the bottom of the screen.

---

## UNDO

This button will delete the last line of the specification, which is displayed in the “Specifications” box at the bottom of the screen.



FIELD	“V” - 2 <sup>nd</sup> variable specified. (CT-Master, C1-Stat Period)
FIELD	“C” - 3 <sup>rd</sup> label specified.
FIELD	“V” - 3 <sup>rd</sup> variable specified. (CT-Master, C1-Stat Period)

---

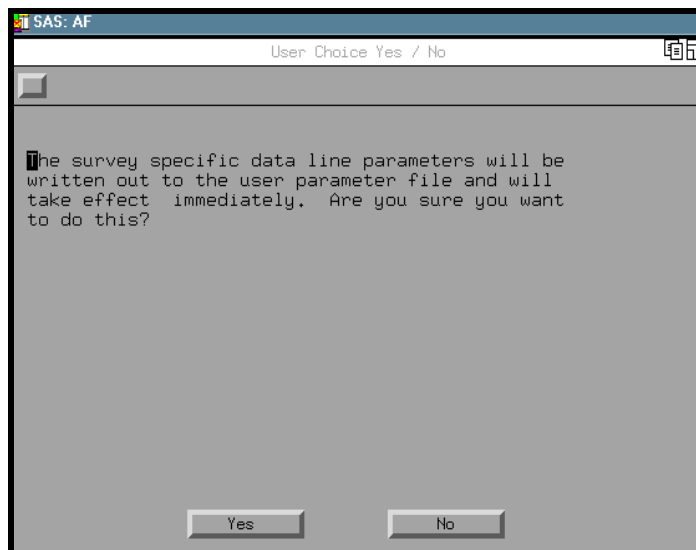
## SAVING THE USER-DEFINED LINE

! When you have finished entering the specifications for the user-defined line, indicate whether to save the specification as a “user” parameter or “survey” parameter file by selecting the appropriate button at the bottom of the screen:

1. Store User Parameter - will store the parameter file at the user-level
2. Store Survey Parameter - will store the parameter file at the survey-level.

**NOTE:** Users must have PARMPRIV = ‘P’ to store parameter files at the survey-level. This restriction has not yet been incorporated for StEPS 1.0. Please do not change the survey-level parameter file unless permitted to do so by a supervisor, since this will affect all other users for your survey.

! After selecting the appropriate button, the following confirmation window will display:



1. Click on “Yes” to save the parameter file. The following message will display, “User/Survey parameter file has been output”. Click on “OK” to return to the Survey Specifications Menu.
2. Click on “No” if you do not want to save the parameter file you have just

created/updated.

- ! The “Go Back” button in the upper left corner of the screen will allow you to exit the User-Defined Line screen and return to the Survey Specifications Menu.